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Administrative, financial and institutional matters
Budgetary matters

Possible enhancements to the presentation of the budget and work programme for the biennium 2020–2021

Note by the secretariat

Addendum

Sample budget overview for illustrative purposes

Summary

This document contains a sample budget overview for illustrative purposes. It should be read in conjunction with document FCCC/SBI/2018/INF.4, which contains an overview of possible enhancements to the presentation of the UNFCCC budget. The enhancements are intended to present more clearly the secretariat's functions, structure and staffing, which are based on the decisions of UNFCCC governing bodies.

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I. Introduction

A. Overview

This section will cover:

1. A reference to the mandate for the preparation of the budget proposal;

2. Information on action the SBI will be invited to take;

3. Information on the direction of the secretariat underlying the budget proposal;

4. An overview of the budget documentation, including the addenda to the main budget document and information to be provided on the UNFCCC website.

B. General context

This section will cover the general context of the budget proposal.

C. Priorities

This section will cover priority areas of work.

D. Objectives

This section will cover key objectives of the proposed programme budget.

E. Approach to the proposed budget for the upcoming biennium

This section will cover the approach to the proposed budget.

II. Key budget decisions

This section will cover the key components of the decisions that the SBI will be invited to forward to the COP and the CMP with regard to the programme budget for the biennium 2020–2021.

III. Organizational structure

This section will cover the organizational structure of the secretariat and its functions, roles and responsibilities.

IV. Overall funding and staffing

This section will summarize the overall proposed funding for the secretariat for the biennium broken down by the principal category of expenditure, and will provide information on staffing under each category of expenditure. All presented scenarios will have the same level of detail and format to allow Parties to make informed decisions.

Funding sources and staffing are summarized in table 1.

Table 1
Funding and staffing in the upcoming biennium

	Proposed scenario		*Zero nominal growth scenario*	
Trust fund	*Posts*	*EUR*	*Posts*	*EUR*
Core budget[a]				
Supplementary budget[b]				
Budget of the international transaction log[c]				
Trust fund for participation[b]				
Other[b, d]				
Grand total				

[a] Core budget scenarios as presented in this document.
[b] Anticipated expenditures and number of posts.
[c] Scenarios for the budget of the international transaction log as presented in addendum x to this document.
[d] Details relating to the other trust funds will be included in an annex.

A. Core budget

This section will present the proposed core budget and any other scenarios for the upcoming biennium and the approved budget for the current biennium. The core budget will be presented by item and staffing. This section will include a staffing table by grade. It will also include indicative contributions by Parties to the core budget (see annex I).

Table 2
Core budget scenarios

	Current biennium			*Upcoming biennium*					
				Zero nominal growth			*Proposed budget*		
	EUR	*Posts*		*EUR*	*Posts*		*EUR*	*Posts*	
Category of expenditure		*P and above*	*GS*		*P and above*	*GS*		*P and above*	*GS*
Category X									
Category Y									
Category Z									
Continued									

Table 3
Staffing table – funded from the core budget

	20xx	*20xx*	*20xx*
Professional category and above			
USG			
ASG			
D-2			
D-1			
P-5			
P-4			
P-3			
P-2			
Subtotal Professional category and above			
Subtotal General Service category			
Total			

B. Supplementary budget

This section will provide details of funding requirements under the Trust Fund for Supplementary Activities (see annex II).

C. Consolidated overview of core and supplementary budgets

This section will provide details of the allocation of the core and supplementary budgets by category of expenditure. The narrative will include information on the two sources of funding and reflect how supplementary funding supports and complements core funding, giving a clear view of the distribution of core and supplementary funding (see annex III).

D. The budget of the international transaction log

This section will provide information on the budget for the international transaction log. More detailed information on the international transaction log budget and a related scale of contributions will be provided.

E. The trust fund for participation

This section will provide information on the funding requirements under the Trust Fund for Participation in the UNFCCC Process.

F. Other trust funds and special accounts

This section will provide funding and staffing details relating to the trust funds for which no details are provided in table 1.

Table 4
Other trust funds and special accounts

Funding	*Posts*	*EUR*

Funding	*Posts*	*EUR*
Bonn Fund		
Trust Fund for the Clean Development Mechanism		
Cost recovery fund		
Programme support costs		
Conferences and other recoverable costs		
Grand total		

G. Methodologies used to calculate costs

This section will provide information on the methodologies used to calculate staff and non-staff costs. It will reflect updated standard salary costs for each staff category and grade and information on the main expense categories.

H. Work programme of the secretariat

An addendum to the main budget document will present the secretariat's budget by category of expenditure and will represent all sources of funding. The work programme will include the necessary details on the budget proposal.

Annex I

Indicative contributions

This annex will present details of the indicative contributions to the core budget

Trust Fund for the Core Budget of the UNFCCC: indicative contributions for the upcoming biennium in euros

Party	*United Nations scale of assessments for the current year*	*UNFCCC adjusted scale of assessments for the upcoming biennium*	*Zero nominal growth scenario: indicative contributions for the upcoming biennium*	*Indicative contributions proposed budget for the upcoming biennium*
Afghanistan				
Albania				
Algeria				
Andorra				
Angola				
Antigua and Barbuda				
Argentina				
Armenia				
Australia				
Austria				
Azerbaijan				
Bahamas				
Bahrain				
Bangladesh				
Barbados				
Belarus				
Belgium				
Belize				
Benin				
Bhutan				
Bolivia (Plurinational State of)				
Bosnia and Herzegovina				
Botswana				
Brazil				
Brunei Darussalam				

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Annex II

Supplementary funding requirements

The following table will provide a list of all projects in need of supplementary funds.

Projects in need of supplementary funds

		Total project requirements	
Activity project	*Project number*	*Proposed budget (EUR)*	*Proposed budget under ZNG scenario 'Euro'*

Annex III

Consolidated overview of core and supplementary budgets

This table will illustrate the balance and distribution of core and supplementary funding by category of expenditure

Balance and distribution of core and supplementary funding by category of expenditure

Category of expenditure	*Core (EUR)*	*Core as per cent of total (%)*	*Supplementary (EUR)*	*Supplementary as per cent of total (%)*	*Total (EUR)*

Annex IV

Abbreviations and acronyms

This annex will provide a list of abbreviations with a view to enhancing the clarity of the budget documentation

Acronym abbreviation	*Definition*
AC	Adaptation Committee
APA	Ad Hoc Working Group on the Paris Agreement
CDM	clean development mechanism
CMA	Conference of the Parties serving as the meeting of the Parties to the Paris Agreement
CMP	Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol
COP	Conference of the Parties
IPCC	Intergovernmental Panel on Climate Change
JI	joint implementation

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Annex V

Glossary of terms

This section will provide definitions of key terms used in the document. The definitions below are provided for illustrative purposes.

Term	*Definition*
Earmarked contributions	Contributions made or reimbursed for specific services or activities. Such contributions may not be used for purposes other than those for which they were provided without prior authorization by the donor.
Unearmarked contributions	Contributions given as general support and not restricted in use in any way.
Conference of the Parties (COP)	The supreme decision-making body of the Convention. All Parties to the Convention are represented at the sessions of the COP, at which they review progress in the implementation of the Convention and other legal instruments under the Convention, and take decisions to promote the effective implementation of the Convention, including with regard to institutional and administrative arrangements.
Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)	The decision-making body of the Kyoto Protocol. All Parties to the Kyoto Protocol are represented at the sessions of the CMP; States that are not Parties participate as observers. The CMP reviews progress in the implementation of the Kyoto Protocol and takes decisions to advance it.
Subsidiary Body for Implementation (SBI)	One of two permanent subsidiary bodies of the COP. It supports the work of the decision-making bodies through the review of the effective implementation of the Convention and the Kyoto Protocol. A particularly important task in this respect is examining the information in the national communications and emission inventories submitted by Parties in order to assess the Convention's overall effectiveness. The SBI also reviews the financial assistance given to Parties not included in Annex I to the Convention to help them implement their commitments under the Convention, and provides advice to the COP on guidance to the operating entities of the Financial Mechanism. The SBI also advises the COP on budgetary and administrative matters.
Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA)	The decision-making body of the Paris Agreement. All Parties to the Paris Agreement are represented at the sessions of the CMA, while States that are not Parties participate as observers. The CMA oversees the implementation of the Paris Agreement and takes decisions to advance it.
Bureau of the COP	It supports the COP, the CMA and the CMP through the provision of advice and guidance regarding the ongoing work under the Convention, the Paris Agreement and the Kyoto Protocol, the organization of their sessions and the operation of the secretariat, especially at times when the COP, the CMA and the CMP are not in session. The Bureau is elected from representatives of Parties nominated by each of the five United Nations regional groups and by small island developing States. The Bureau is mainly responsible for questions of process management. It provides advice to the President of the COP and assistance in various tasks (e.g. members of the Bureau undertake consultations on behalf of the President). The Bureau is responsible for examining the credentials of Parties, reviewing the list of intergovernmental and non-governmental organizations seeking admission as observers, and submitting a report thereon to the COP.
Trust Fund for the Core Budget of the UNFCCC	Fund financed from indicative contributions (or general purpose contributions from donors) and supports the core functions of the secretariat.

Trust Fund for Participation in the UNFCCC Process	Fund financed from voluntary contributions and supports participation of representatives of eligible developing country Parties and Parties with economies in transition in the sessions of the COP and its subsidiary bodies.
Trust Fund for Supplementary Activities	Fund financed from voluntary contributions and supports mandated activities for which provisions are not made under the core budget of the UNFCCC.
Trust Fund for the Clean Development Mechanism (CDM)	Fund financed from fees charged for the registration of clean development projects and supports the administration of the CDM, which allows Parties to generate certified emission reductions that they can use towards their emission limitation and reduction commitments.
Trust Fund for the International Transaction Log (ITL)	Fund financed from indicative contributions (or general purpose contributions from donors). The purpose of the ITL is verifying the validity of transactions between the national registries of Parties included in Annex B to the Kyoto Protocol and the CDM registry.
Trust Fund for the Special Annual Contribution from the Government of Germany	Fund financed from a voluntary contribution from the Host Government of the secretariat. It is used to finance logistical arrangements of UNFCCC events taking place in Bonn, Germany, including workshops and arrangements for sessions of the subsidiary bodies.
Special account for programme support costs	Account funded from charges made to the activities financed from indicative and voluntary contributions as well as fee-financed activities.
Special account for conferences and other recoverable costs	Account funded from voluntary contributions. The funds are used to cover the costs associated with the hosting of the sessions of the COP under the Host Country Agreement.
Category of expenditure	Category in the programme/organizational structure for which budgets are allocated and utilized.

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